

Retention and Classification Report

Agency: Department of Commerce. Office of Consumer Services (2503)

160 East 300 South
Salt Lake City, UT 84111

Records Officer Cheryl Murray

12220	Committee and conference files
12219	Electric utility case files
12222	Natural gas utility case files
12221	Telephone utility case files

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12220

3

TITLE: Committee and conference files

DATES: 1979-

ARRANGEMENT: Chronological by month, thereunder by year

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Retain Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12220

TITLE: Committee and conference files

(continued)

APPRAISAL:

Administrative Historical

This series has historical value as it provides evidence of the decisions made by the Committee of Consumer Services.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12219

3

TITLE: Electric utility case files

DATES: 1978-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document cases and hearings for electric power businesses. They are used for the purpose of research in setting future rates for power companies. Information includes documents pertaining to electric utility proceedings, merger hearings, demand documents, and other related materials.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after document is generated and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. The original case files have historical value and are kept permanently by the Public Service Commission.

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12219

TITLE: Electric utility case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12222

3

TITLE: Natural gas utility case files

DATES: 1978-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 2.

AUTHORIZED: 05/31/2011

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after document is generated and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no pending action or litigation.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12222

TITLE: Natural gas utility case files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12221

3

TITLE: Telephone utility case files

DATES: 1978-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document cases and hearings for telephone utility companies and are used for the purpose of research in setting future rates for telephone services. The original case files have historical value and are kept permanently by the Public Service Commission. Information includes documents pertaining to telephone utility proceedings, merger hearings, demand documents, and other related materials.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year after document is generated and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no pending action litigation.

Paper: Retain in Office permanently.

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12221

TITLE: Telephone utility case files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. The original case files have historical value and are kept permanently by the Public Service Commission.

PRIMARY CLASSIFICATION:

Public